



EDMONTON CATHOLIC SCHOOLS

CANDIDATE SUPPORT – Job Alerts

1. How do I create job alerts?

- a. Click **New Search**



Welcome Back!

Job Alerts (0)

- b. Select Job Categories

Job Categories: Select All That Apply...
Department: Select All That Apply...
Location: Select All That Apply...
Description Keywords: [Text Field]

- c. Click *all that apply*, click **Save**

Job Categories
Check/Uncheck All
 Administrative Support
 AUPE (Internal)
 Brallist
 Cafeteria
Save Cancel

- d. Click **Search**

Job Categories: Administrative Support, Brallist
Department: Select All That Apply...
Location: Select All That Apply...
Description Keywords: [Text Field]
Search

- e. Review results and click **Save**

Search Results

Set a Job Alert
Creating a Job Alert allows you to be notified by email of new opportunities that match this search criteria.
Save

Positions Matched

0

Note: You will need to login using your username and password before you can Save a job alert



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- f. Click **My Jobs**, view *Job Alert Subscriptions* to confirm set up

Welcome Back! Job Alerts (0)

Job Alert Subscriptions
Job Alerts find and send to you new job postings that match your criteria. Use Search Openings to create a new Job Alert.

Job Alert Criteria

Alert	Job Categories	Action
Alert 1 1/28/19	Administrative Support, Brailist	Remove

Note: Click **Remove** to stop receiving job alert

2. How do I view my job alerts?

- a. Click **My Jobs**, view *Job Alert Subscriptions*

Welcome Back! Job Alerts (0)

Job Alert Subscriptions
Job Alerts find and send to you new job postings that match your criteria. Use Search Openings to create a new Job Alert.

Job Alert Criteria

Alert	Job Categories	Action
Alert 1 1/28/19	Administrative Support, Brailist	Remove

3. How do I know I have no job alerts?

- a. Click **My Jobs**, *Job Alert Subscriptions* 'You have no Job Alerts'

Welcome Back! Job Alerts (0)

Your Positions

Positions to which you have applied:

You have no saved draft applications.

Job Alert Subscriptions
Job Alerts find and send to you new job postings that match your criteria. Use Search Openings to create a new Job Alert.

[You have no Job Alerts.](#)